

SUPERINTENDENT OF RECREATION

GRADE: 27

FLSA: EXEMPT

CHARACTERISTICS OF CLASS:

The Superintendent of Recreation performs difficult professional and administrative work in development, planning, organizing, and supervising all aspects of the City's recreation and senior services under the Director of Recreation and Parks. Work involves overall responsibility for supervising a large number of full and part-time recreation employees, some of whom are volunteers. The employee is given a wide latitude to develop programs to meet community needs and to develop departmental policy recommendations, with work being reviewed by the Director.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Coordinates a comprehensive recreation and senior citizen services program for the City such as sports, community and school-based recreation, classes for all ages, Town Center programs, summer playgrounds and summer camps, arts programs, major City-wide Special Events, and other special recreation services through a creative process combining staff and citizen efforts.
- Recruits, trains, advises, and supervises recreation supervisors, volunteers and part-time staff.
- Coordinates staff liaisons between the recreation division and community organizations and businesses, leagues, school board, advisory councils, and

special interest groups in recreational programs and objectives, and adapts them to community needs.

- Serves as a member of the department management team, participating in decision-making, policy development, problem solving, and service development for all aspects of Recreation and Parks Department services.
- Analyzes county-wide recreational interests to stimulate new opportunities.
- Coordinates staff in the preparation, justification, and administration of the recreation and senior services budgets; supervises accounting, bookkeeping and purchasing; reviews and authorizes expenditures; compiles statistical information as needed for City reports.
- Develops and manages timely public service, promotional and informative compositions, including the quarterly recreation brochure, City newsletter and other media.
- Coordinates with other department divisions and community organizations, manages City-wide Special Events in the town Center and other City locations.
- Answers questions and complaints concerning division policies and procedures.
- Assists various citizen advisory boards and commissions by providing necessary materials and information to perform their functions.
- Assists in the planning and coordination of department services and special activities with other City departments. Ensures that the recreation divisions coordinate closely with the parks and other department divisions to achieve the goal of team management of service delivery.
- Considerable evening and weekend work is required in order to maintain quality control over division activities.
- Supervises professional recreation programmers and facility managers, and support staff, and for service delivery of comprehensive City-wide programs and services.
- Analyzes community-wide recreational and leisure time interests.
- Coordinates efforts of staff among the recreational and senior services divisions with other City departments.
- Ensures that recreation program planning is closely coordinated with the Parks division.
- Ensures that community and citizen input is solicited in reference to program evaluation and changes.
- Develops and manages safety and risk management policies and strategies which will maximize participant safety and minimize potential City liability.
- Reviews, analyzes and makes recommendations regarding department and overall City policies.
- Supervises the overall management of large and small recreational center facilities and coordinates with other City divisions, contractors, and with public school personnel to ensure that all facilities and equipment are maintained in a proper and safe manner.
- Performs related duties as assigned.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to graduation from an accredited college or university with major course work in recreation and parks administration or a related field, plus six years of progressively responsible supervisory management experience in recreation programs. Certified Leisure Professional (CLP) desired.

Preferred Knowledge, Skills and Abilities:

- Considerable knowledge of the theories, objectives and principals of a planned and diversified recreation program and their applications to group and individual behaviors.
- Considerable knowledge of the organization, development and operation of a diversified recreation program.
- Considerable knowledge of facilities and equipment needed in a broad recreation program and in the proper design of recreational facilities.
- Ability to administer a comprehensive recreation program by utilizing available community resources.
- Ability to translate recreational interests and community needs of all ages into effective programs and services that will satisfy those needs.
- Ability to prepare a budget and control expenditure of funds.
- Ability to train and supervise recreation personnel.
- Ability to establish and maintain effective working relationships with the others.
- Ability to stimulate staff to maintain a high level of creativity and innovative work.
- Ability to manage in a humanistic way to maintain productive work environments.
- Ability to evaluate programs and services to ensure their effectiveness.